



ERGONOMIC ASSESSMENT REQUEST FORM

What is ERGONOMICS:

The applied science that seeks to fit the job to the worker through the evaluation and design of the work environment in relation to human characteristics and interactions in the workplace.

You control the risk of injury from ergonomic factors in the same way that you deal with other safety risks. You need a process whereby you (a) identify the risk, (b) assess the level of risk, (c) eliminate or minimize the risks, and (d) monitor to make sure the risks are under control.

In an office, ergonomics applies to:

- design and organization of jobs and tasks office workers perform
- the layout of the office, including the floor plan and storage systems
- choice of office equipment such as keyboards, input devices and monitors
- set up of the office workstation such as the type of desk, chair and accessories, how they are arranged
- the office environment, including temperature, air quality and noise

Ergonomics fits the job to the worker

| | |
|---|---------------------------|
| Name | Employee ID Number |
| Extension | Department |
| Date | Supervisor |
| Building and Room Number | |
| Please describe your concern: | |
| What are your ideas to improve this job: | |

Please take the opportunity to review these concerns with your supervisor and ensure your supervisor is aware of the ergonomic assessment to be scheduled with you.

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Please return to your corresponding safety office:

Environmental and Occupational Health Support Services (EOHSS), Gilmour Hall Rm 304, or email to eoHSS@mcmaster.ca

OR

Faculty of Health Sciences (FHS) Safety Office, return to HSC Rm 1J11/A or fax to (905) 528-8539